

# **HELIONS BUMPSTEAD PARISH COUNCIL**

## **ANNUAL REPORT 2009 - 2010**

### **Highlights of the Year:**

Parish Plan Update published.

RCCE Village of the Year Competition: Third to Great Bardfield

RCCE Best Kept Village Competition: Winner Ruggles Brise Trophy

### **Officers**

At the Annual Meeting in May 2010 Parish Council Members were appointed as follows:

Chairman - Mr Malcolm Rowson

Vice-Chairman /Website and Planning Representative and Grants Co-ordinator -  
Mrs Jane Catchesides

Parish Councillor / Transport and Parish Property Trustee Representative -  
Mr Gordon Moore

Parish Councillor / Highways & Planning Representative - Mr Mark Istance

Parish Councillor / Footpath Representative - Dr Matthew Lawfield

Parish Councillor /Parish Plan Update Representative - Mrs Jane Catchesides

Their contact details and the Parish Clerk's can be found at the end of this report, in the village magazine, on the website and notice boards in the village.

Mr. Barrie Freight and Mrs. Charlotte Purdie resigned from the Parish Council during 2009/2010.

Mr. Phillip Noakes and Mr. Nigel Turner were both co-opted onto the Parish Council to replace Mr. Freight and Mrs. Purdie.

### **Parish Clerk**

Mrs. Terri Freight resigned as Parish Clerk in April 2010 due to ill health. The Parish Council would like to thank Mrs. Freight for all her hard work and dedication to the role during her 6 years as Parish Clerk.

Mr. Tony Evans has now taken on the role of Parish Clerk for Helions Bumpstead

### **Meetings**

For the 2009/10 term there have been 11 Full Parish Council meetings, 5 Planning and 3 Finance Sub-Committee meetings and the Annual Parish Assembly. Parishioners are welcome to attend all full Council meetings, which are held in the Village Hall Committee Room. The dates, times and

agenda items are advertised on the notice boards, website and in the village magazine. The member's record of attendance for this term for these meetings is included towards the end of this document.

Dates for the 2010/11 term are as follows:-

MONDAY 14 <sup>TH</sup> JUNE 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 28 <sup>TH</sup> JUNE 2010	7.30 pm Planning
MONDAY 12 <sup>TH</sup> JULY 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 26 <sup>TH</sup> JULY 2010	7.30 pm Planning
MONDAY 9 <sup>TH</sup> AUGUST 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 23 <sup>RD</sup> AUGUST 2010	7.30 pm Planning
MONDAY 13 <sup>TH</sup> SEPTEMBER 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 27 <sup>TH</sup> SEPTEMBER 2010	7.30 pm Planning
MONDAY 11 <sup>TH</sup> OCTOBER 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 25 <sup>TH</sup> OCTOBER 2010	7.30 pm Planning
MONDAY 8 <sup>TH</sup> NOVEMBER 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 22 <sup>ND</sup> NOVEMBER 2010	7.30 pm Planning
MONDAY 13 <sup>TH</sup> DECEMBER 2010	7.30 pm Planning & 8pm Full Council meeting
MONDAY 10 <sup>TH</sup> JANUARY 2011	7.30 pm Planning & 8pm Full Council meeting
MONDAY 24 <sup>TH</sup> JANUARY 2011	7.30 pm Planning
MONDAY 14 <sup>TH</sup> FEBRUARY 2011	7.30 pm Planning & 8pm Full Council meeting
MONDAY 28 <sup>TH</sup> FEBRUARY 2011	7.30 pm Planning
MONDAY 14 <sup>TH</sup> MARCH 2011	7.30 pm Planning & 8pm Full Council meeting
MONDAY 28 <sup>TH</sup> MARCH 2011	7.30 pm Planning
MONDAY 11 <sup>TH</sup> APRIL 2011	7.30 pm Planning & 8pm Full Council meeting
MONDAY 25 <sup>TH</sup> APRIL 2011	7.30 pm Planning
FRIDAY 29 <sup>TH</sup> APRIL 2011	7.30pm Annual Assembly

\* When there are no submitted proposed planning applications, a notice will be displayed on notice board outside the Village Hall informing residents there is no business to be discussed.

## **Finances**

There were three separate accounts at Barclays Bank PLC in Haverhill - two current accounts and a Step Saver account. The second current account was closed during 2010. The Finance Sub-Committee meets in November each year to set the precept for the following financial year and the Precept request is submitted to Braintree District Council in January

At the April Finance Sub-Committee meeting the Parish Council's Finance Policy is reviewed and End of Year accounts are agreed. Copies of both of these documents are also included in this report and can also be found on the website.

The accounts are then forwarded to Stuart Markley for internal audit prior to being externally audited by the Audit Commission.

### **Insurance**

Insurance is provided for equipment and street furniture. Allianz Cornhill provides the Council's insurance and the policy also includes personal accident cover, legal fees, and fidelity and employer's liability insurance.

### **Grants**

The Parish Council annually provides supporting grants to the Sports Pavilion, Village Hall and Cricket Club to assist with running costs and general maintenance.

### **VAT**

The Parish Council reclaims VAT paid on services and equipment throughout the year. It also reclaims VAT on any items purchased on behalf of the Village Hall to support the refurbishment programme.

### **Subscriptions**

The Parish Council subscribes to the following organisations for consultation and legal purposes: -

- 1) National Association for Local Councils
- 2) Essex Association for Local Councils
- 3) Braintree Association of Local Councils
- 4) Campaign to Protect Rural England
- 5) Rural Community Council of Essex
- 6) Local Council Review Publication.
- 7) Stop Stansted Expansion Group.

### **Poppy Wreath**

A Royal British Legion poppy wreath is laid at the Remembrance Sunday memorial service in Castle Camps on behalf of parishioners.

## **Communications**

### **Village Magazine**

The Parish Council produces its own magazine, distributed free of charge to all residents, and edited by Mrs Fiona Short. The A4 sized magazine is produced quarterly and distributed by local families. Advertising helps to part fund the publication.

### **Community Photocopier and Laminator**

Based in the Parish Council Office the copier offers a local photocopying and laminating service available to individuals, village groups and organisations at very reasonable rates. For details contact the Parish Clerk.

## **Website**

The Parish Council's website address is

**[www.helionsbumpsteadparishcouncil.gov.uk](http://www.helionsbumpsteadparishcouncil.gov.uk)**.

The website is hosted and maintained by Bojangles Design. Martin Catchsides is Webmaster on behalf of the Parish Council.

## **Telephone**

The Parish Council office is now equipped with a telephone and message service - telephone number **01440 730332**.

## **Parish Council Office**

The Parish Clerk is available in the office based in the Village Hall Committee Room from **10am until 1pm on Tuesdays and 1:30pm until 4:30pm on Thursdays**. He can be contacted at all other time at his home (contact details at the end of this document).

## **Email**

The Clerk can also be contacted by email in the office at the address below:-

**[hbpc@btinternet.com](mailto:hbpc@btinternet.com)**

## **Notice boards**

The five notice boards are regularly updated and are at the following village locations:-

- 1) Bus Shelters at the Cross Roads (Village Green) and Mill Road.
- 2) Inside the village hall
- 3) Drapers Green
- 4) Wiggens Green.
- 5) Outside the Village Hall near the Post Box in Mill Road.

## **Highways and Transportation**

### **Highways**

The Parish Council undertakes at least one annual inspection of the village's highways and liaises regularly when problems occur on our roads with Essex County Council. Highway maintenance issues can be directly reported to the Area Office on **01245 240000**.

### **Transport**

The Parish Council Transport Representative Gordon Moore continues to attend two meetings per year and liaise with Essex County Council concerning any public transport issues. Copies of bus timetables are published twice a year in the village magazine.

### **Street Lighting**

The Parish Council owns the 15 footway lights in the village and Eon Ltd are the contractors from which power is obtained. All lights are annually maintained and cleaned by A J Lighting Solutions Ltd.

### **Street Cleaning**

The central areas of the village are cleaned, bins emptied and junctions gritted under contract from Braintree District Council by the Parish Council as part of the Street Scene Partnership. This service is currently undertaken by Dennis Saville.

### **Bus Shelters**

The Parish Council owns two bus shelters which it maintains under contract from Essex County Council; this service is also undertaken by Dennis Saville.

## **Parks and Open Spaces**

### **Children's Play Area**

This facility is annually inspected by ROSPA. The area is maintained on behalf of the Parish Council by the Village Hall and Recreation Ground Management Committee.

### **Footpaths**

Work continues in providing more way markers and bridges to our footpaths. The mowing of the public paths through out the village is undertaken by JJ & TH Haylock Ltd.

### **Kersey**

The Hatch family from Upper House generously mow and maintain the Kersey.

### **Recreation Ground**

The recreation ground is maintained to an exceptionally high standard by a dedicated team of volunteers from the Sports Pavilion committee.

### **Village Green**

The maintenance and mowing of the green is provided by the Parish Council. The mowing is undertaken by Johnny Ramsey who generously donates his time to provide this service. Malcolm Cox maintains the tree and plant borders, together with a team of volunteers. The Parish Council until recently also hired the village green on behalf of the community from the Parish Property Trustees. Unfortunately the lease has expired and is currently under review. Essex County Council has completed works to refurbish the culvert in Camps Road under the Village Green.

## **Church and Churchyard**

### **Churchyard**

Maintenance of this area is also undertaken by the Parish Council on behalf of the village. The churchyard is mown approximately five times per year from April to October, and is undertaken by Malcolm Cox.

### **Clock Service**

The Parish Council provides the annual service to the village clock on the church and is undertaken by James Jewellers Ltd.

## **Planning**

The Parish Council considers all proposed planning applications at scheduled planning sub-committee meetings on the dates listed above. Members of the public are very welcome to attend these meetings. Observations are then submitted to Braintree District Council advising where necessary on local information and issues.

## **Children's Services**

### **Activity Days**

The Parish Council and Village Hall Committee will be taking part in providing an Activity Day during the school summer holidays. The charge will be £5 per child and a pre-booking system is available by contacting the Customer Service Centre on 01376 - 331616. This will be on Monday 16<sup>th</sup> August 2010.

### **Mobile Youth Bus**

This service is provided by the Parish Council when available during school holidays.

## **Village Hall**

The Parish Council are the Custodian Trustees of the Village Hall and the day-to-day management is undertaken by the dedicated Village Hall and Recreation Ground Management Committee. The team consists of volunteer members and representatives of all the clubs, societies and organisations that regularly use the hall.

The Parish Council has continued to support grant applications to raise funds for the refurbishment of our Village Hall.

Tony Evans  
Parish Clerk & Responsible Finance Officer  
On behalf of Helions Bumpstead Parish Council

May 2010



**HELIONS BUMPSTEAD PARISH COUNCIL**

**MEMBERS RECORD OF ATTENDANCE 2009/2010**

**COMBINED FULL COUNCIL & PLANNING SUB-COMMITTEE MEETINGS**

NAME	DATE 11/5/09	DATE 08/6/09	DATE 13/7/09	DATE 10/8/09	DATE 14/9/09	DATE 12/10/09	DATE 09/11/09	DATE 14/12/09	DATE 11/1/10	DATE 08/2/10	DATE 08/3/10	DATE 12/4/10
M. Rowson	C X	C B	C X	C X	C X	X X	X X	C C	X X	C X	X X	C X
J. Catchesides	C X	C X	C X	C S	C X	S S	X X	C C	X X	F F	X X	C X
J. Collar	- X	--	- X	- H	-X	- B	--	CC	-X	-X	-X	-X
G. Moore	-X	--	-X	--	-X	-X	-X	CC	-X	-X	-X	CX
B. Freight	CS	CX	CX	CF	CF	FF	FF	CC	SS	Resigned		
M. Lawfield	-H	-H	-X	-X	-X	-X	-B	CC	-X	-X	-X	-X
C Purdie	-X	-F	Resigned									
M. Istance	CX	CX	CX	CX	CX	XX	XX	CC	XX	CX	XX	CX
P. Noakes						BB	XX	CC	-X	-X	-F	CX

**INDIVIDUAL PLANNING SUB-COMMITTEE MEETINGS**

NAME	DATE 26/05/09	DATE 22/06/09	DATE 27/07/09	DATE 24/08/09	DATE 28/09/09	DATE 26/10/09	DATE 23/11/09	DATE 25/1/10	DATE 22/2/10	DATE 22/3/10	DATE 26/04/10
M. Rowson	X	C	C	C	C	C	C	C	C	C	C
J. Catchesides	X	C	C	C	C	C	C	C	C	C	C
B. Freight	B	C	C	C	C	C	C	C	C	C	C
M. Istance	X	C	C	C	C	C	C	C	C	C	C

- X In attendance
- A Absent – No apology given
- B Apology given – Away on business
- S Apology given – Sick
- H Apology given – Away on holiday
- F Apology given – Family Reasons
- U Apology given – Reason unknown
- C No business to discuss – MEETING CANCELLED



# **Helions Bumpstead Parish Council**

## **Chairman & Planning Committee Representative**

Mr Malcolm Rowson  
The Old Post Office  
Church Hill  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AJ  
☎ 731744  
[malcolmrowson@btinternet.com](mailto:malcolmrowson@btinternet.com)

## **Parish Councillor / Highways Representative**

Mr Mark Istance  
Avalone  
Church Hill  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AJ  
☎ 730812  
[markistance@virgin.net](mailto:markistance@virgin.net)

## **Parish Councillor & Transport & Parish Property Trustee Representative**

Mr Gordon Moore  
1 Mill Road  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AQ  
☎ 730681

## **Parish Councillor**

Mr. Philip Noakes  
Cottage by Chapel, Haverhill Road  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AG  
☎ 731902  
[philip.noakes@openreach.co.uk](mailto:philip.noakes@openreach.co.uk)

## **District Councillor**

Mr John Collar  
Kenwood  
The Street  
Sturmer  
Haverhill  
Suffolk CB9 7XF  
☎ 702152  
[john@collar.orangehome.co.uk](mailto:john@collar.orangehome.co.uk)

## **Vice-Chairman/Grants Co-ordinator/ Webs Representative**

Mrs Jane Catchesides  
New House Farm  
Water Lane  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AN  
☎ 730422  
[jane@catchesides.co.uk](mailto:jane@catchesides.co.uk)

## **Parish Councillor**

Mr Nigel Turner  
Parsonage House  
Wiggins Green  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AD  
☎ 730243  
[nigel.turner@thehelions.com](mailto:nigel.turner@thehelions.com)

## **Parish Councillor / Footpaths Representative**

Dr Matthew Lawfield  
The Sparrows, Church Hill  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AJ  
☎ 730381  
[lawfield@btinternet.com](mailto:lawfield@btinternet.com)

## **Parish Clerk/Responsible Financial Officer**

Mr. Tony Evans  
Loveday Cottage, Crooks End  
Helions Bumpstead  
Haverhill  
Suffolk CB9 7AB  
☎ 730332/730595  
[hbpc@btinternet.com](mailto:hbpc@btinternet.com)

## **Village Magazine Editor**

Mrs. Fiona Short ☎ 730002  
[fionajshort@aol.com](mailto:fionajshort@aol.com)

## **Parish Property Trustee Representative.**

Mrs Maureen Watts ☎ 730317  
[maureenwatts1@tiscali.co.uk](mailto:maureenwatts1@tiscali.co.uk)

## **Website Master**

Mr Martin Catchesides ☎ 730422  
[martin@catchesides.co.uk](mailto:martin@catchesides.co.uk)

## **Welcome Pack for new residents**

Mrs Beryl Baker ☎ 730366  
[lesandbery@btinternet.com](mailto:lesandbery@btinternet.com)